

## Statement of Intent

The Governing Body is committed to taking all reasonable measures to collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures have been taken to recover it.

### Aims

1. To ensure that the school is not financially disadvantaged by the actions of an individual or group of individuals
2. To safeguard the school's funds and specifically to ensure that no individual or group of individuals take advantage of the school causing it to be unable to recover funds that are owed to it
3. To ensure that the funds available to the school are used to the fullest advantage of all the pupils.

It is the responsibility of the Admin Officer to ensure the following procedures are in place for the prompt payment of all charges raised by the school:

- All income to the school is to be banked using the normal HCC bank paying in books and recorded on SAP through 'record local banking' tile
- The county SAP income and billing module should be used to raise invoices for all Community lettings
- The Admin Officer will provide the Headteacher and Governors with an up to date 'customer invoices outstanding' report once a term

Procedures for recovery of outstanding debts are as follows:

### School Meals

To ensure payments are collected for school meals parents are expected to pay in advance for any meals taken in the week. Any funds not used will be carried forward or refunded.

If payment hasn't been received the office staff will carry out the following:

- Contact the parent by email initially
- If payment hasn't been received by the end of the week a text message will be sent
- If payment hasn't been received by the end of the second week an email stating 'that we can no longer allow the child to have a school dinner' will be sent
- If payment hasn't been received by the end of the third week a letter from the Headteacher will be sent asking the parent to contact the school office team to pay
- In the event, the Headteacher will contact the parent by telephone by the end of the fourth week
- If payment hasn't been received after six weeks a letter from the Chair of Governors will be sent
- Copies of all reminder letters/texts and details of any meetings will be retained on file

At the discretion of the Headteacher, the debtor may be advised that school meals will no longer be available to them.

The school reserves the right to begin legal proceedings to recover any debt over £100 and to inform Children's Services of our concerns that parents are not providing a meal for their children at lunch time.

### Lettings

# Rucstall Primary School Debt Recovery Policy



An invoice will be sent to those hiring the hall regularly at the end of the month, with payment being asked for instantly. One-off booking requires payment up front prior to use of the school's facilities.

At the end of the second month if payment hasn't been received for the previous month, a reminder will be sent via email/letter.

If payment hasn't been received by the third month a letter from the Headteacher cancelling the lettings will be sent and County Treasurer's debt recovery department will be informed

Any hirer of school facilities who has unrecoverable debts to the school will be banned from future lettings.

## General

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue reminder'.

If a debtor asks for 'repayment terms' these may be negotiated at the discretion of the Headteacher and finance officer.

Where the school incurs material additional costs in recovering a debt, recovery of such costs may be sought from the debtor.

Policy Date:	November 2024
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